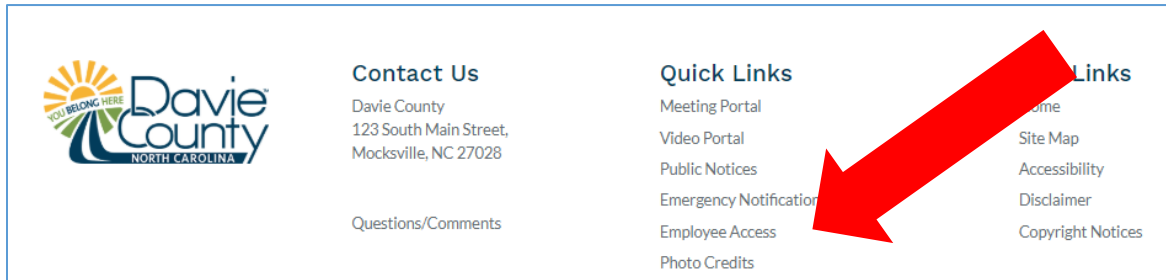


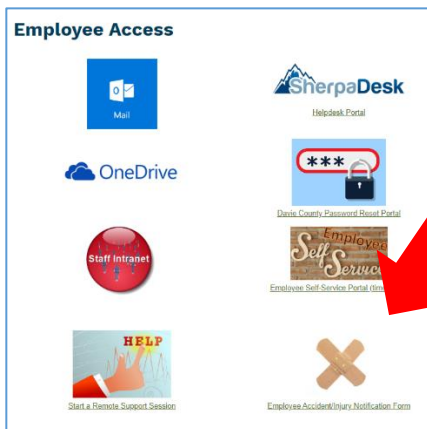
Steps to Report Accidents/Injuries

**Administer First Aid and tell a supervisor,
then using your phone, tablet or computer...**

1. Go to our website: **DavieCountyNC.gov**
2. Scroll to bottom of page and click on **Employee Access**



3. Click on the bandages
(Employee Accident/Injury
Notification Form)



4. Follow the directions on
the **Notification** form and
submit:

The screenshot shows the 'Accident/Injury Notification' form. It contains fields for Employee Name, Employee Phone, Employee Department, Employee Email Address, Date of incident, Time of incident, and What Happened/Location of the incident. A red arrow points to the 'What Happened/Location of the incident?' field.

5. **Important!** You will receive an email with
two links. When you have all the details of
the incident, pick the appropriate link(s), fill
out the **Accident/Injury report**, and submit.

From: DoNotReply@daviecountync.gov [mailto:DoNotReply@daviecountync.gov]
Sent: Thursday, September 24, 2020 12:14 PM
To: you
Cc: Kim Harris <kharris@daviecountync.gov>
Subject: Accident/Injury Notification

An Accident/Injury Notification form has been received for
YOU

For Employee Injuries: Please use the following link to complete the Accident/Injury Report
<https://docs.daviecountync.gov/forms/AIR>

For Automobile Accidents/Property Damage: Please use the following link to complete the Property Loss Report
<https://docs.daviecountync.gov/forms/PLR>

The screenshot shows the 'Accident/Injury Information' form. It contains fields for Did an injury occur?, Date of incident, Time incident occurred, Where and at what address did the incident/injury occur?, What was the employee doing just before the incident occurred?, What happened?, What specific body part(s) was injured?, Any witnesses?, Did employee receive First Aid?, Did employee seek Medical Treatment?, Submitter Email, and Date Submitted. A red arrow points to the 'Did an injury occur?' field.